Statement of Work – Asphalt Milling and Paving Program
Asphalt Paving Program & Instructor
Federal Correctional Complex, Yazoo City - Mississippi

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Subject

The Federal Bureau of Prisons, Field Acquisition Office, Grand Prairie, Texas, intends to make a single award for an indefinite delivery/requirement type contract with firm-fixed unit prices to an accredited institution of higher learning, Post-Secondary Institution, Vocational Training or Industry-Based School for the provision of an Occupational Training Asphalt Paving Program Instructor for the Federal Correctional Complex (FCC) Yazoo City, located at 2225 Haley Barbour Parkway, Yazoo City, Mississippi, 39194. The program will provide instruction in Asphalt milling and paving practices, as part of a sustainability-training program. Successful completion of the training program must qualify adults in-custody (AIC) for at least entry-level employment in a specified field upon release. General information regarding the Bureau of Prisons (BOP) and its facilities is located at www.bop.gov.

The Vocational Training Program must fall under the contractor's umbrella of accreditation and lead to continuing education units (CEU's) resulting in successful completion of the Vocational Training Program. Successful completion of the training program must quality adults in-custody (AIC) for at least entry-level employment in a specified field upon release. The Vocational Training Program must lead to a college certificate, or a marketable level certification. The contractor must be an accredited entity. The organization's accreditation will be verified using the US Department of Education Database of Accredited Post-Secondary Institutions and Programs (DAPIP) website (https://ope.ed.gov/dapip/#/home). If required for employment, certification tests form outside organizations may be administered to individual adults in-custody (AIC) upon completion of a specific Occupational Education Program. The contractor shall not be a self-employed individual, or an individual employed by a Post-Secondary Institution, Vocational Training School, or Industry-based School. The contract must be between the government and the accredited Post-Secondary Educational Institution, Junior College, college, Vocational Training School, or Industry-Based School.

Background

The Federal Bureau of Prisons (BOP) was established in 1930 to provide more progressive and humane care for Federal adults in-custody (AIC), to professionalize the prison service, and to ensure consistent and centralized administration. The Federal Prison System is a nationwide system of prisons and detention facilities for the incarceration of persons who have been sentenced to imprisonment for federal crimes and the detention of persons awaiting trial in Federal Court. The defined mission of the BOP is as follows:

It is the mission of the Federal Bureau of Prisons to protect society by confining offenders in the controlled environments of prisons and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

As an agency under the Executive Branch of the United States Government, the BOP received an annual appropriation of funds to accomplish its mission. The public trust demands that this annual appropriation be prudently managed. Monies spent to provide education to the adults in-custody (AIC) population must reflect the agency's best efforts to obtain cost-effective services, consistent with community standards.

In 1996, the BOP's standardized procedures to (1) select and fund new Vocational/Occupational Training Programs, (2) select and fund existing Vocational/Occupational Training Programs, and (3) update equipment for existing Vocational/Occupational Training Programs. The following BOP

Program Statements, which are available electronically at www.bop.gov, are applicable to this contract and are incorporated by reference to the same effect as if they were given in full text.

1. Program Statement 5300.21 – Education, Training, and Leisure Time Program Standards
2. Program Statement 5353.01 – Occupational Education Programs
3. Program Statement 1237.13 – Information Security

Place of Performance

Occupational Training instruction will be performed in the Vocational Training Department at the FCC, located at:
Yazoo City, Mississippi

Schedule of Performance – Asphalt Milling and Paving Practices

Services will be provided Monday through Friday, between 8 a.m. and 11 a.m. and 12 p.m. and 3 p.m. (excluding Federal Holidays). Length of course to be determined by the contractor based on National Procedures and policies. Contractor shall provide the number of instructional hours and the number of hands-on hours required to complete this program. Additional days/hours may be implemented and/or adjusted if necessary to meet program requirements and the needs of the institution. The contractor will be required to provide approximately 15 adults in-custody (AIC) with the required amount of Asphalt Paving Instruction per course. The contractor will make recommendations on the amount of hours/cycles of Vocational Training in Asphalt Milling and Paving Practices per 12-month period. Specific dates for the classes will be determined by the VT Instructor. The services will include classroom application instruction and hands on instruction in the Asphalt Training Building located at FCC Complex at Yazoo City Mississippi.

Due to the nature of correctional settings, delays in performance may be expected. Such delays may include, but not limited to, inclement weather, electrical or mechanical problems, and other security matters. When contract employees report to the institution but are not able to perform services due to such delays, the contractor will be reimbursed for the first hour should the contractor be turned away. At times the institution may requests that the contractor remain at the institution for eventual performance when delays in performance are expected to be minimal. In this case, the contractor shall be paid for the full hours worked.

Supplies and Equipment

FCC Yazoo City will provide textbooks, supplies, materials, and equipment required.
The contractor will be responsible for providing all programming and one (1) Asphalt Paving Instructor.
The contractor will make recommendations to the VT Instructor pertaining to the selection and purchase of additional supplies and equipment.
Equipment supplied by the BOP will be as follows:

- Milling Machine
- Paving Machine
- Front end loaders
- Back Hoe
- Skid-steers
- Brush Rollers
- Heavy Roller
- Dump Truck

Method of Performance

The accredited Post-Secondary Institution, Vocational Training School or Industry-Based School will provide instruction for the Asphalt Milling and Paving Practices in accordance with BOP Program Statement 5353.01, Occupational Education Programs, and BOP Program Statement 5300.21, Education, Training and Leisure Time Program Standards.

A percentage of the curriculum's competencies must be hands-on replication of the actual work environment. Application of hands-on work must be occupational in nature. An institution live work project may be utilized to demonstrate or apply hands-on competencies. Electronic or computer-based simulation does not satisfy the hands-on or live work requirement.

Marketable programs shall afford adults in-custody (AIC) the opportunity to gain in demand skills in a specific occupation, industry, or trade. The accredited Post-Secondary Institution, Vocational Training School, or Industry-Based School will provide upon completion to the graduates of the Asphalt Milling and Paving Training.

Scope of Performance – Asphalt Milling and Paving

Instructor(s) placed on site by the contractor are responsible for ensuring adults in-custody (AIC)/students are registered with the accredited Post-Secondary Institution, Vocational Training School and/or Industry-Based School, take daily student attendance logs, and provide the adults in-custody (AIC)/student upon completion, a transcript(s)/certification related to Asphalt Paving Practices.

The accredited Post-Secondary Institution, Vocational Training School or Industry-Based School will maintain in their data base the adults in-custody (AIC)/students, first and last name, date of birth, grades, and certificate of completion. The contractor will maintain on file, the grades and certificate of completion.

The instructor provided by the contractor must meet the criteria of the accredited college or Vocational School to be a certified instructor, at least two valid Certifications. The instructor must have at least two years teaching experience in a classroom setting. The contractor shall develop and administrate classroom evaluation of the adults in-custody (AIC)/students and submit grades in accordance with the established educational procedures like those in the community. The contractor may, when applicable, allow advanced students to assist students of lesser abilities.

The course will be designed to prepare adults in-custody (AIC) to be qualified at a minimum for entry level Asphalt Milling Paving Practices positions. Program completion will result in marketable skills that meet the minimum qualifications according to industry standards and a certificate of completion from the contractor (accredited college), as well as the appropriate amount of CEU's determined by the contractor. Class size will be limited to 15 adults in-custody (AIC)/students. Students will be screened and selected by the Vocational Training Instructor or designee responsible for the program.

The contractor will provide pre-approved and qualified personnel to act as an alternate instructor(s) in the event of the primary instructor's absence, or the class will be extended additional hours to complete the course curriculum.

Contractor will take attendance daily on a roll sheet provided by the institution, noting and reporting all absences. The roll sheet will be turned into the Vocational Training Instructor or designee at the conclusion of each class. Any adults in-custody (AIC) who has two consecutive unexcused absences, will be dropped from the program.

The accredited Post-Secondary Institution, Vocational Training School or Industry-Based School shall assist in the recruitment of employers to participate in the institution's Mock Job Fair.

Performance Conditions

The Supervisor of Education shall determine the minimum and maximum number of enrollments, not to exceed 15 students per class. Award of this contract is contingent upon approval to receive Advanced Occupational Education Funding.
Award of this contract will result in a contractual arrangement only and in not a personnel appointment; payment is based on an end product or the accomplishment of a specific result; the service does not constitute and employer/employee relationship; and the contractor will not be subject to government supervision., except for security-related matters. However, the accredited Post-Secondary Institution, Vocational Training School or Industry-Based School performance shall be monitored.

Adults In-Custody (AIC)/Classroom Management

Provisions of service under this contract will require instructors at the accredited Post-Secondary Institution, Vocational Training School, or Industry-Based School to be placed on site to have frequent and unsupervised contact with adults in-custody (AIC). Instructors will not be responsible for the management of adults in-custody (AIC) other than to ensure those adults in-custody (AIC) involved in activities within the contractor's scope of work shall abide by all rules in effect to ensure their safety and well-being. Instructors will report any infraction of institutional rules and regulations by adults in-custody (AIC) to the appropriate institutional staff.

Education Background and Qualifications

The instructors will be employees of an accredited Post-Secondary Institution, Vocational Training School or Industry-Based School with all qualifications required to instruct students in Asphalt Milling and Paving Technology. The contract must be between FCC Yazoo City and the accredited Post-Secondary Institution, Vocational Training School or Industry-Based School that provides training for students to receive industry-recognized certification in Asphalt Paving Technology.
The Occupational Education Program must fall under the provider's umbrella of accreditation and lead to a certificate of completion, and appropriate amount of CEU's determined by the contractor.

Attire

The contractor is expected to wear professional clothing while on duty. The attire worn shall also be appropriate for the correctional environment in which the contract employee will be performing.

Program Management/Institutional Security

Instructors placed on site by the contractor shall adhere to all institution regulations. New instructors will attend an orientation program for volunteers and contractors prior to the start of classes; all instructors will attend Annual Refresher Training for volunteers and contractors. Reimbursement to the instructor for the time spent in the institution orientation or other specific security related training will be at the contract rate, prorated hourly. The instructor may, at any time, be removed from the institution at the discretion of the Warden. Instructors shall agree to all regulations prescribed by the institution for the safety, custody, and conduct of adults in-custody (AIC). The instructor will be required to sign in and out of the institution for accountability purposes. A badge will be issued and

always worn for proper identification. Investigative procedures will be applied, and appropriate forms completed before instructors are permitted inside the institution.

Payment Terms

Payment terms as specified in FAR 52.212-4(g) apply. The contractor shall provide monthly invoice to the FCC Yazoo City, Accounting Department which accurately reflects days worked, number of sessions, and the total amount due for the previous month's services. The due date for making an invoice payment by the designated payment office shall be the 30th day after the designated billing office has received a proper invoice, or the government has accepted the services performed by the contractor. The contractor can, however, offer discount payment terms for prompt payments as specified in block 13 of the SF-1449 Form of this solicitation. Half sessions will not be authorized for payment.